

INFORMATIONAL SHEET FOR NAME CHANGE FOR A MINOR IN CHANCERY COURT

Forms for a minor's name change are available for downloading at www.nashville.gov/chancery, or you may call the office of the Clerk and Master at 615-862-5710 and request to have forms mailed. Please be advised that all blanks must be legibly filled in with accurate information.

In accordance with the T.C.A. §29-8-102, you must be a resident of Davidson County, Tennessee to petition for a name change.

Both legal parents/guardians must file the petition for name change on behalf of the minor child and both parents/guardians and the minor child must appear before the Chancellor upon application for the name change.

A stepparent cannot consent to the name change on behalf of (or in place of) the natural mother/father unless there is an order of adoption or other termination of the natural mother's/father's parental rights.

If the father is not identified on the birth certificate, legitimation proceedings must be completed before the parents file the petition to change the name of the minor child.

DOCUMENTS TO BRING WITH YOU

1. Completed Petition form for a minor and completed Order form for a minor to be presented to a Chancellor.
2. A copy of the child's birth certificate showing both parents' names or an order of paternity/legitimation.
3. Photo identification (such as a driver's license, passport or comparable photo identification) of both parents/guardians. If the parents/guardians are married, a copy of the marriage license or marriage certificate must be provided.
4. Social security card for the minor child and both parents/guardians, if any.
5. \$159.50 cash or cashiers check (no personal check accepted). This fee covers two certified copies of the court order changing the child's name.

BE ADVISED

Name change petitions are heard Monday – Thursday between 8:30 a.m. and 9:00 a.m., except for Chancery Court Part III who hears these petitions by special setting. Please call ahead if you cannot come at this time to check on the availability of a Chancellor to hear your petition. (862-5710)

Once the Order is entered it is the parents' responsibility to submit the order to Vital Records for the changes to be made to the birth certificate. You may call Vital Records at 615-741-1763 for additional information.